



**Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2021)**

*Updated as at
20 May 2021*

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2021	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Accounting Plus Corporate Advisory Limited www.apca-hk.com	4	<ul style="list-style-type: none">• Assist in daily operations of the aviation security consulting projects• Assist to prepare aviation security information and materials• Research on international aviation security• To communicate and liaise with clients on aviation security• To assist in data analysis, preparation of reports• To assist in handling ad- hoc assignments	01/06 – 30/9/2021	\$8,500	University Undergraduates (non-final year) Good command of written and spoken English and Chinese Knowledge in MS Office skills	31/05/2021	By email to joe@apca-hk.com

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Asia Airfreight Terminal Co. Limited www.aat.com.hk	3	Operator Responsibilities: <ul style="list-style-type: none"> • Create and update cargo information in computer system • Liaise with subcontractor on cargo build up and breakdown 	01/06-31/12/2021 (7 months)	\$14,000 - \$15,000 after completion of probation (Staff will entitle to a one-off bonus of HK\$1,800 and salary adjustment after completion of probation period and service for 3 months)	<ul style="list-style-type: none"> • N/A 	01/06/2021	Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk To know more about AAT, please visit http://www.aat.com.hk
Aviation Security Company Limited www.avseco.com.hk	10	<ul style="list-style-type: none"> • Assist in divisional administrative & clerical work 	12/07 – 31/08/2021	\$9,000	<ul style="list-style-type: none"> • None 	06/06/2021	Email resume to recruitgen@avseco.com.hk together with MATF application form
CN Logistics Limited www.cnlogistics.com.hk	3	<ul style="list-style-type: none"> • To support routine duties in various departments related to air cargo • Other ad hoc / projects duties as assigned 	June 2021 to May 2022 (about 2 months of above period)	\$8,000	<ul style="list-style-type: none"> • Business Administration; Supply Chain Management / Aviation / Shipping / Logistics / System Engineering • Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint 	30/6/2021 for summer interns 2021 31/3/2022 for interns of other period	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cnlogistics.com.hk

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Expeditors Hong Kong Limited www.expeditors.com	5	<u>Air Division</u> <ul style="list-style-type: none"> • To handle document collection and distribution of air shipment in accordance with our operations procedure and customers' requirement • To be responsible for air order taking and pick up arrangements • To monitor the filing system and computerized database 	01/06 – 31/08/2021	\$57/hr (~approx. \$8,500-\$10,000)	Applicant should <ul style="list-style-type: none"> • Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); • Secondary Six School leavers will also be considered; • Have good command of spoken and written English • Working location at Chek Lap Kok Standard working hour: 9:00-18:00 (Mon to Fri)	Mid Jun 2021	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	3	<u>Distribution Services (Chek Lap Kok)</u> <ul style="list-style-type: none"> • To handle document collection and distribution in accordance with our operations procedure and customers' requirement • To perform data entry for receiving, order allocation, shipping (including air by coordinating with air team or airline) and inventory management • To handle documents like airway bill and computerized database 	01/06 – 31/08/2021	\$57/hr (~approx. \$8,500-\$10,000)	Applicant should <ul style="list-style-type: none"> • Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); • Secondary Six School leavers will also be considered; • Have good command of spoken and written English • Working location at Chek Lap Kok Working hour: 9:00-18:00 (Mon to Fri)	Mid Jun 2021	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	2	<u>Accounting</u> <ul style="list-style-type: none"> To prepare data input, validation and filing duties related to service providers of air logistics service To provide clerical support to the Department 	01/06 – 31/08/2021	\$52/hr (~approx. \$8,000-\$9,000)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri)	Mid Jun 2021	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	1	<u>Corporate Account Management</u> <ul style="list-style-type: none"> To prepare data input, validation and filing duties related to air booking To check flight schedule per shipment To provide clerical support to the Department 	01/06 – 31/08/2021	\$52/hr (~approx. \$8,000-\$9,000)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri)	Mid Jun 2021	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	2	Customs Brokerage <ul style="list-style-type: none"> To handle customer declaration for air shipment and associated tasks To maintain and update database for customers including those by air shipment To handle documents like airway bill and computerized database 	01/06 – 31/08/2021	\$52/hr (~approx. \$8,000-\$9,000)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri)	Mid Jun 2021	By email to hkgpersonnel@expeditors.com with MATF application form
Hongkong Association of Freight Forwarding & Logistics Limited www.haffa.com.hk	2	<ul style="list-style-type: none"> Perform administrative support to the Secretariat Office including but not limited to the Freight Logistics Training courses, Airline Import Shipment Release System (AISRS), Association's Member Directory Publication, Social Media & Promotion, Reception & Phone enquires, General office administrative duties, Filing & Scanning, and other projects. 	01/06 - 31/08/2021 (3 months)	\$9,000	<ul style="list-style-type: none"> Non-final year undergraduates preferably in Business Administration/ Logistics / Supply Chain Management /Aviation or related discipline Good command of written and spoken English and Chinese Knowledge in MS Office skills 	15/06/2021	By email to recruit@haffa.com.hk with resume

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Hong Kong Aviation Ground Services Limited www.hagsl.com/index.php/en/	30	Customer Services Officer <ul style="list-style-type: none"> Providing passenger services at check-in counter, flight information desk, arrival / transit hall and boarding gate; understanding the needs of passengers, replying and solving passengers' enquiries, queue management, excess baggage collection and other services operations 	01/07 - 31/08/2021	\$8,000	<ul style="list-style-type: none"> Higher Diploma level or above; Interested in airport operations and customer service field; Good command of spoken English, Cantonese and Mandarin 	16/07/2021	By completing the application form at https://secure.dc5.pageuppeople.com/apply/984/gateway/Default.aspx?c=apply&sJobIDs=492326&SourceTypeID=796&sLanguage=en
Hong Kong International Aviation Leasing Company Limited hkial.com/	1	<ul style="list-style-type: none"> Assist to Supervisors/Managers for administration work related to aircraft industry 	1/06-30/09/2021	\$9,000	<ul style="list-style-type: none"> Good computer skill – Typing, Word, Excel, PPT; Fluent English, Putonghua & Cantonese 	31/07/2021	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com
Hong Kong International Aviation Leasing Company Limited hkial.com/	1	<ul style="list-style-type: none"> Assist to Supervisors/Managers in Finance Department for accounting and finance work related to aircraft industry 	1/06-30/09/2021	\$9,000	<ul style="list-style-type: none"> Knowledge in accounting and finance; Good computer skill – Typing, Word, Excel, PPT; Fluent English, Putonghua & Cantonese 	31/07/2021	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com
Hong Kong International Aviation Leasing Company Limited hkial.com/	1	<ul style="list-style-type: none"> Assist to Supervisors/Managers in Business Department for business development work related to aircraft industry 	1/06-30/09/2021	\$9,000	<ul style="list-style-type: none"> Good computer skill – Typing, Word, Excel, PPT; Fluent English, Putonghua & Cantonese 	31/07/2021	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com

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Kintetsu World Express (HK) Limited www.kwehkg.com.hk	4	<ul style="list-style-type: none"> Assist in daily operations of air export department Support administrative functions and maintain filing system of air cargo's airway bill and invoice Perform other supportive ad hoc duties as assigned 	May – Aug 2021 (2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines Responsible and mature with good interpersonal and communication skills Good command of English and Chinese in both written and spoken forms Proficient in office applications 	15/07/2021	By email to kwehkg.recruit@kwe.com with a covering letter and resume
Noatum Logistics Hong Kong Limited www.noatumlogistics.com	3	<p><u>For Sales Department:</u></p> <ul style="list-style-type: none"> Provide clerical and administrative support to Sales Department especially for the development on Air Cargo Maintain and update records in System and prepare weekly report especially for the development on Air Cargo Assist in quotation for all Air cargo Assist in other ad-hoc projects 	Apr to Sep 2021 (Any 3 months)	\$9,000	Interest or specialism in / Undergraduate in Logistics and Supply Chain	31/08/2021	recruithk@noatumlogistics.com

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Noatum Logistics Hong Kong Limited www.noatumlogistics.com	1	For HR Department <ul style="list-style-type: none"> • Provide clerical and administrative support to HR Department especially for the development on Operations Air Department • Maintain and update staff records in HR System and ensure all records are up-to-date and accurate • Assist in Recruitment Team, such as handle incoming calls, distributing emails and arranging interviews especially for the development on Operations Air Department • Perform other HR duties & ad-hoc projects as assigned 	Apr to Sep 2021 (Any 3 months)	\$9,000	Interest or specialism in / Undergraduate in Human Resource	31/08/2021	recruithk@noatumlogistics.com
Plus One Global Consulting Limited	4	<ul style="list-style-type: none"> • Industrial research/consultancy projects on Air Cargo Security and Dangerous Goods Regulations (DGR) • Assist the consulting projects and industrial research • Training administration coordination 	01/06 – 31/07/2021	\$9,000	<ul style="list-style-type: none"> • Year 1, Year 2, or Year 3 University Students • Study in Business Administration / Marketing or relevant discipline • Proactive, cheerful and Good inter-personal communication skills • Eager to learn, and meet professional in the industry • Be proficient in Microsoft Word, Excel, PowerPoint & Chinese Typing • Has strong IT knowledge will be an advantage 	31/05/2021	By Email to hr@plus-one.com.hk

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TAG Aviation Asia Limited (Private Jet Industry) www.tagaviation.com/en	2	Summer Intern <ul style="list-style-type: none"> • Create visual aspects of communications and marketing materials and other media, including aircraft photo shooting and promoting video • Responsible for graphic design related to private jet for media platforms • Creative copywriting of both Chinese and English marketing material for various digital / social media channels in relevant media formats 	Jun – Aug 2021	\$7,000	<ul style="list-style-type: none"> • Studies in Communications, Journalism, Translation, Linguistics or related disciplines is preferred • Experience in Advertising / Social Media Agency is definitely a plus • Proficiency in creative writing and language skills in Chinese & English • Proficiency in Mac OS, Adobe Illustrator, Photoshop and InDesign is a must • Self-motivated, mature, responsible and independent 	01/06/2021	By email to corp.recruitment@tagaviation.com with MATF application form and CV